

Special Programs

Laboratory Affiliates

Official Visitors

- DEFINITION:** .01 An Official Visitor is an individual who is invited to the Laboratory for a short visit to attend a meeting, present a colloquium, conduct a seminar, or other similar activity.
- AGREEMENT:** .02 The Official Visitor category is administered by the Consultant and Affiliate Services (CAS) Section in PA-13. An Invitation Request form (Form 910) must be completed and forwarded to CAS before the Official Visitor's visit.
- LIMIT ON SERVICE DAYS:** .03 Official Visitors are limited to seven service days per fiscal year. Prior DOE approval is necessary if more than seven days of service are requested for foreign nationals.
- PAYMENTS:** .04 Honoraria are fees (not salary) paid for lectures and talks in addition to payments for transportation and subsistence. An honorarium may be paid in addition to transportation and subsistence expenses, or a stipend may be paid in lieu of transportation expenses, subsistence expenses, and an honorarium.
- FOREIGN NATIONALS:** .05 See [AM 1201](#), General Information.